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CIA-RDP70-00211R000200150012-9

Chief, Management Staff

30 March 1956

Chief, COM Staff (ID/I and DD/S Areas)

Work Report, Week Ending 29 March 1956.

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1. Project 6-25, Personnel Records Survey [REDACTED]. The staff study has been completed in final form and is ready for presentation.

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2. Project 6-16, Survey of Personnel Procedures [REDACTED]. Installation of the manpower control system in Commo is under way. The new T/O will be effective 1 April 1956.

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A procedure has been devised by the Office of Personnel (Transactions and Records Branch, and Statistical Reporting Branch) whereby all actions affecting transfer of Commo personnel to the staffing complement, and all actions correcting mis-assignments will be confirmed prior to the issuance of the new position control register.

Assurance has been received by Commo and the Management Staff that new appointment actions will proceed against the new T/O without delay, receiving special handling security-wise. The staffing complement and corrective actions will be effective no later than the next pay period, 8 April 1956.

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3. Project 5-80, Review of Procedures, Printing Services Division [REDACTED]. Changes in procedures and forms in the Stock and Supply Branch, proposed by the Management Staff, are still under discussion. A work sheet has been introduced for the recapitulation of necessary data for the weekly Production Report, which should eliminate the difficulties in gathering figures.

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4. Project 5-1a, Fiscal Division [REDACTED]. No change in status.

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5. Project 6-24, Survey of Separation Procedures [REDACTED]. A meeting was held with Mr. [REDACTED] and the Chiefs of Administrative Staffs of the operating divisions and senior staffs of D/P at which the problem was outlined and the primary questions involved were presented for consideration prior to the interviews. Interviews have begun in the area divisions, and considerable variance has been found relative to the formality of separation procedures between divisions.

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6. Project 5-66, ELINT Study [REDACTED]. No action pending a decision by the DDCI, relative to the study made by the IO.

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7. Project 5-73, OSI Reorganization [REDACTED]. The additional information requested of the Assistant to the ID/I (Admin) has been received and, as soon as its adequacy can be determined, the T/O papers to the DB/E will be prepared.

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8. Project 5-6a, Survey of Industrial Register [REDACTED]. No change 25X1A9a
in status.

9. Project 5-6f, Study of All Registers, OCH [REDACTED]. No change in 25X1A9a
status.

10. Project 5-72, Cartographic Support Regulation [REDACTED]. No change 25X1A9a
in status.

25X1A9a 11. Project 6-21, Study of Agency Clipping Services Provided by OCH
and DD/P [REDACTED]. Progress is being made in the gathering of in-
formation necessary to evaluate possible overlap or duplication between DD/P
and OCH [REDACTED] providing clipping service. The Deputy Chief, HQM/OIS, and the
Editor of News Highlights have furnished information relative to the distri-
bution of the highlights, the procedure for preparing requirements and the
basic criteria list utilized for clipping.

12. Project 6-14, Study of Overtime Practices. No change in status.

13. Analysis of Manpower Survey [REDACTED]. The analysis 25X1A9a
of the documents on manpower utilization is ready for presentation.

14. Production Control System, Photo Intelligence Division, ORH [REDACTED]. 25X1A9a
No change in status.

25X1A9a 15. Reduction of T/O to Ceiling, Offices and Staffs of the DD/S
[REDACTED]. With the approval of the proposed ceiling for the Office of
Security, the only large office to be brought in line is OTR, and the Personnel
Officer has promised to prepare the necessary data for signature by the
Director of Training by the first of next week. He was also informed that
the JOT Program ceiling and T/O should be brought in line, but that flexi-
bility in the ceiling could, in effect, be obtained by double slotting to
the extent deemed necessary by the Director of Training. In addition to
bringing the T/O down to ceiling, it will be necessary for the Office of
Training to make some minor adjustments between divisions in the T/O as the
ceiling given to OTR is allocated to the division chiefs by the Director of
Training.

16. Transfer of Unvouchered Slots to Vouchered, Office of Security
(Unassigned). Although this project has been unassigned and no official
request has been received in writing from the Director of Security, the
project has been discussed with [REDACTED] who has had considerable experience
with previous projects in the Office of Security and it will probably be
assigned to him. 25X1A9a

17. OCI Reorganization and Reduction of T/O to Ceiling [REDACTED]. No
change in status. 25X1A9a

25X1A9a 18. ME-821, Adjustment of T/O of Printing Services Division, Office
of Logistics [REDACTED]. Completed.

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19. ~~MS-822, Office of Logistics, Reduction of T/O to Ceiling~~ 25X1A9a
[REDACTED] . Completed.

20. ~~MS-819, Establishment of a New Position in the Office of the DE/I~~ 25X1A9a
[REDACTED] . Completed.

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[REDACTED] 25X1A9a

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